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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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For more information about the Department of Corrections visit:  
<http://corrections.ky.gov>. To inquire more information on the job postings contact:  
[DOC.Recruit@ky.gov](mailto:DOC.Recruit@ky.gov) or (502) 564- 4636.

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**July 8, 2016**

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**CORRECTIONS PROGRAM ADMINISTRATOR—(Muhlenberg County—Green River Correctional Complex)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM**

**REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

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**CORRECTIONS RECREATION LEADER—(Oldham County— Kentucky State Reformatory)—Grade 11—(\$2354.04 - \$3118.28) MINIMUM REQUIREMENTS:**

Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis

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**HUMAN RESOURCE ADMINISTRATOR (Franklin County-Division of Personnel Services) Grade – 15 - (\$3230.84 - \$4,280.10) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in personnel or payroll. Experience in the preparation, review and/or processing of personnel or payroll documents will substitute for the required education on a year-for-year basis.

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**HUMAN RESOURCE ADMINISTRATOR INSTITUTIONAL – (Oldham County –Roederer Correctional Complex) – Grade 13 – (\$2848.22 - \$3791.68) MINIMUM**

**REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have on year of professional experience in business administration, management or personnel. Administrative experience or experience in the preparation, review and/or processing of personnel documents will substitute for the required education on a year-for-year basis.

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Boyle County – Northpoint Training Center) Grade 10—(\$2139.80 - \$2834.88) MINIMUM**

**REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Lyon County – Western Kentucky Correctional Complex) Grade 10—(\$2139.80 - \$2834.88)**

**MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

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July 12, 2016

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**OFFICE SUPPORT ASSISTANT II-(Taylor County- Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PROBATION AND PAROLE OFFICER- (McCracken County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (Garrard County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (Hardin County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliott, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2200 - \$2,416.22)  
MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To receive more information about including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information.**